Position: AmeriCorps Service Member  
Campus Office: Student Life – Volunteer Center  
Campus Contact: Jennifer Edens, 608-616-3486, jtedens@madisoncollege.edu  
Position Type: Quarter-time (450 hours completed by August 14, 2015). Each member will receive $1,493.00 educational stipend after completion of service.

The AmeriCorps Member will serve at Second Harvest Foodbank of Southern Wisconsin. Second Harvest Foodbank of Southern Wisconsin, southwestern Wisconsin's largest hunger relief organization, is a non-profit organization that is committed to ending hunger in 16 southwestern Wisconsin counties through community partnerships. It serves over 100,000 people struggling with hunger each year through food distribution, childhood hunger programs and FoodShare outreach.

**Position Description:** The Madison College AmeriCorps program is a community service opportunity for currently enrolled college students to serve with local non-profit agencies. AmeriCorps members will increase capacity building for these partner organizations through three activities: 1. recruiting additional volunteers, 2. helping to improve volunteer management practices and; 3. increasing the effectiveness of community impact assessment practices.

In addition to building volunteer capacity, the AmeriCorps member will conducts outreach to educate the public (including Madison College Students) about the FoodShare Wisconsin benefit at a variety of community locations in the Madison area. The AmeriCorps member will provide assistance to potentially eligible nonparticipants.

**Position Requirements:**
- Currently enrolled students at Madison College;
- Interest in community service and assisting to provide community members with food benefits;
- Detailed oriented and organized;
- Strong communication skills - strong writing, reading, public speaking skills;
- Willing and motivated to learn with a positive attitude;
- Maintain and promote a positive image on campus and in the community;
- Strong computer skills, comfortable with Microsoft Office, Google Drive, graphic design skills desirable.
- Licensed driver preferred.

**Partner Organization:** Second Harvest Food Bank – FoodShare Outreach Program

**Duties and Responsibilities:**

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<tr>
<th>Duties and Responsibilities</th>
<th>Time Allocation</th>
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<tbody>
<tr>
<td>Recruit, train and retain volunteers for Second Harvest Foodbank (partner organization)</td>
<td>20%</td>
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<tr>
<td>Conduct FoodShare Outreach (Madison College and other SHFB community partner locations)</td>
<td>25%</td>
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<td>Provide application assistance (Madison College and other SHFB community partner locations)</td>
<td>30%</td>
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<td>Improve access to community resource information for students (Madison College Campuses)</td>
<td>15%</td>
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<td>Other duties as assigned by partner organization supervisor</td>
<td>10%</td>
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**Application Process:**
Please send cover letter, resume and 3 references to: Jennifer Edens – Volunteer Center  
Madison College Student Life Truax Campus Room C1420  
Email: jtedens@madisoncollege.edu  
Phone: 608-616-3486